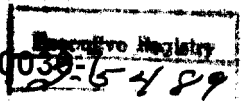


Security Information



29 January 1952

MEMORANDUM

TO: ADBO
Attn: Chief, Admin.
ADPC
Attn: GAI
Chief, Procurement Office
Chief, Finance Division

INFO: ADDA(s)
Comptroller
Auditor

FROM: [REDACTED]

SUBJECT: [REDACTED] Procurement

REFERENCE: Task Force Memo 7 December 1951, same subject

1. Forwarded herewith is a revised procedure which represents a consolidation and compromise of the various suggestions made in reply to the reference memo.

2. Inasmuch as the attached carries the essential concurrence of the action offices addressed it shall become operative upon receipt.

3. It is recommended that appropriate intra-office issuance be made. As desired, the operating offices should establish further internal control on the exercise of this authority.

[REDACTED] 10 Jan 52

Security Information

MEMORANDUM OF UNDERSTANDING

Subject: [REDACTED] Procurement

1. Where the necessity of security, time or distance so requires items of supply or equipment not in excess of \$100.00 may be purchased by case officers or other operations personnel in furtherance of projects or project development. However, in the Washington area, care will be taken that the facilities of the Procurement Office for short notice local purchase and for supply from stock of special items are utilized.

2. When accountings for advances or claims for reimbursement are submitted to Finance Division, the attached memorandum will be completed and the original forwarded to the Chief of Procurement and a copy forwarded with the accounting.

3. Acceptance of such notification by the Chief of Procurement without action within 30 days shall constitute approval and post-facto authorization of the purchase.

4. The Finance Division shall process the accounting or claim in normal fashion and shall not be required to await determination or notification by the Chief of Procurement.

5. If the Chief of Procurement cannot approve the purchase without further justification, a request for such justification shall be addressed to the originator. If the additional justification is not sufficient, the Finance Division shall be notified by the Chief of Procurement to take appropriate collection action.

~~SECRET~~
Security Information

MEMORANDUM

TO: Chief, Procurement Office

FROM:

SUBJECT: [REDACTED] Procurement

1. An accounting for travel or operational advance or claim for reimbursement has been submitted to the Finance Division by _____
(name of originator) of _____
(division, office).

2. Included in that accounting is the following purchase of supplies and/or equipment:

- a. Description _____

- b. Date acquired _____
- c. Price _____
- d. Purpose and Justification _____

- e. Project to be charged _____

(Where appropriate the pseudonym of the agent to whom material was furnished will be included in d.)

Signature of Originator